



Registration of Death Certificates

ABOUT THE SERVICE

THE SPOUSE or nearest relative who has knowledge of the death of a person-who died without medical assistance-must report the same within 48 hours.

The City Health Office examines the cause of death, signs the death certificate, and directs the registration of the death certificate with the Office of the Civil Registrar within the reglementary period of 30 days.

FEES:

Burial Permit Fee	P100.00
Cemetery Fee	100.00
Cremation Fee	200.00
Disinterment Fee	200.00
Entrance of Cadaver	200.00
Embalmed Cadaver Permit	100.00
Exhumation Permit	200.00
Transfer of Cadaver	200.00
Transport of remains, bones, & ashes from Naga to other places & vice versa	700.00

Department / Office:		CITY CIVIL REGISTRY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Spouse, children, parents, siblings or any authorized relative. Legal guardian, or any authority responsible to report the death.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Duly accomplished Death Certificate 		<ul style="list-style-type: none"> Hospital/Clinics where the vital event occurred. City Health Office (if death occurred outside hospitals or clinics). 		
<ul style="list-style-type: none"> Certification and signature of the Embalmer (at the back of the DC from) 		<ul style="list-style-type: none"> Funeral Home who rendered the service. 		
<ul style="list-style-type: none"> Certificate of Death Occurrence (for death occurring outside hospitals or clinics or with physicians) 		<ul style="list-style-type: none"> Barangay where the vital event occurred. 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Documents Submit the duly accomplished death certificate	Receives the document			WINDOW 2 RICHARD D. CAYETANO Administrative Aide I
	2. Examination of document Examines the documents presented if it is properly filled-out. Issue the order of payment.		2 -5 minutes	WINDOW 2 RICHARD D. CAYETANO Administrative Aide I



3. Payment of Fees Pay the required fees	Receives the payment, and issue O.R.	see Fees Above	10 – 20 mins.	CITY TREASURER'S OFFICE
	4. Review by the City Health Officer Review / examine then sign the document, certify as to the cause of death.		5 – 10 minutes	DR. JIMMY T. DELA VINA Medical Officer III DR. JOFRAMEL V. PAZ CGADH I (Asst. City Health Officer I) DR. VITO C. BORJA II CGDH I (City Health Officer)
5. Registration of Document Submit the O.R. and duly signed DC by the City Health Officer.	Receives the O.R. and COD Record and assign a registry number to the document.		10 – 20 minutes	WINDOWS 2 RICHARD D. CAYETANO Administrative Aide I
	6. Approval of the registration Review, approve and signs the registered death certificate		2-3 minutes	MA. LOURDES P. ALVAREZ Registration Officer I MA. MIA B. ORDONEZ Registration Officer IV MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
	7. Release of Document Release the document to the registrant.		1-2 minutes	WINDOWS 2 RICHARD D. CAYETANO Administrative Aide I
TOTAL		P	30 minutes	

CITY CIVIL REGISTRY OFFICE

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur

For more information, please contact:

Maria Dolores P. De los Reyes, CGDH I / City Civil Registrar

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